

POSITION AVAILABLE

**SECRETARY/RECEPTIONIST
FULL-TIME POSITION @ 37½ HOURS PER WEEK
ADAMS COUNTY CHILD SUPPORT OFFICE**

COMPLETE JOB DESCRIPTION AND APPLICATION may be obtained from and submitted to the Adams County Personnel Office located at 400 Main Street, Courthouse, Room A241, P.O. Box 450 in Friendship, Wisconsin, or at co.adams.wi.gov. Telephone no. (608) 339-4267.

REQUIRED QUALIFICATIONS:

1. High school diploma or equivalent.
2. Two or more years experience in a secretarial/clerical position.
3. Computer knowledge: WORD, EXCEL, Internet and electronic mail.
4. Ability to operate a variety of office equipment.
5. Typing - 45 wpm (The typing speed requirement for this position has been amended from the job description).
6. See job description for other necessary qualifications.

TESTING FOR THIS POSITION IS REQUIRED.

STARTING WAGE: \$12.81 per hour per Group 2, Class 3 of the 2007 Local 1168 Courthouse Union Contract.

DEADLINE TO APPLY: Wednesday, May 6, 2009, by 12:00 p.m. NO APPLICATIONS WILL BE ACCEPTED IN PERSON OR BY MAIL AFTER THIS DEADLINE.

ADAMS COUNTY IS AN EOE.

ADAMS COUNTY DOES NOT DISCRIMINATE AGAINST ANY PERSON IN EMPLOYMENT, PROGRAMMING OR SERVICES BASED ON ANY HANDICAPS.

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